



MAY 31 2010

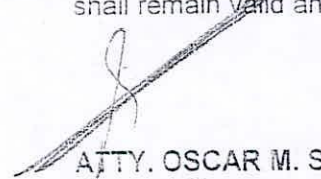
PPA MEMORANDUM ORDER
No. 17 - 2010

SUBJECT : AMENDING ITEM NO. 5 OF PPA MEMORANDUM ORDER 71-2009
GUIDELINES GOVERNING THE GRANT OF HOSPITALIZATION AND
MEDICAL LOAN ASSISTANCE

Pursuant to PPA BoardCom Resolution No. 2222 dated May 1, 2010, Item No. 5 of PPA Memorandum Order No. 71-2009 (Guidelines Governing The Grant Of Hospitalization and Medical Loan Assistance) is hereby amended, as follows:

5. The Php3,000.00 net take-home pay requirement shall be complied with, as certified by duly authorized signatories, after deducting the amount of monthly amortization of the hospitalization and medical loan applied for, including all other mandatory and statutory monthly deductions (GSIS, withholding tax, Philhealth, Pag-IBIG, leave without pay, etc.) However, to accommodate deserving employees who are suffering from serious illness/long medical management (heart operation, rehabilitation procedures, etc.) and whose sick/vacation leaves were already exhausted, this provision may be waived subject to the following conditions:
 - 5.1 The special loan availment shall be subject to proper evaluation by the Human Resource Management Department, endorsement by the AGM for Finance and Administration and approval by the General Manager;
 - 5.2 The accumulated separation/retirement benefits from PPA/GSIS should be enough to cover the proposed loan;
 - 5.3 Repayment of the loan shall be subject to the usual amortization if the employee recovers and reports back to office; and
 - 5.4 In the event that the employee is unable to report back to office by reason of death or otherwise, the outstanding loan shall be treated as an advance from his/her retirement/separation benefits and shall be deducted accordingly.
 - 5.5 A Deed of Undertaking, duly notarized, shall be executed by the employee/applicant authorizing PPA to deduct the loan from any and all monies due from PPA or from the separation/retirement benefits from GSIS, marked as Annex "C"

All other terms and conditions of Memorandum Order No. 71-2009, not inconsistent herewith, shall remain valid and effective. This Memorandum Order takes effect May 1, 2010.

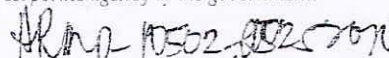

ATTY. OSCAR M. SEVILLA
General Manager

VISION

By 2010, PPA shall have met the international standards in port facilities and services in at least ten (10) ports in support of national development.

MISSION

We commit to provide reliable and responsive services in our ports, sustain development of our port communities and the environment, and be a model corporate agency of the government.



DEED OF UNDERTAKING

REPUBLIC OF THE PHILIPPINES)

_____) S.S.

I _____, of legal age, single/married, and residing at _____, hereby depose and say:

1. That I am a _____ (Status of employment) employee of the Philippine Ports Authority (PPA) occupying the position of _____ since _____;
2. That after series of consultations and laboratories, I was diagnosed with _____ (Name of ailment), which require me to be hospitalized and undergo prolonged treatment;
3. That per attached medical records, receipts and/or hospital bill, I am requesting PPA management to grant me the Hospitalization and Medical Loan Assistance (HMLA) in the amount of Php _____ (Php _____) to defray said hospitalization and medical expenses, chargeable against appropriate account, subject to accounting and auditing rules and regulations;
4. That I have fully exhausted PPA medical assistance benefit, Health Maintenance Services (HMS) benefit, and Philhealth benefits;
5. That in the event that I am unable to report back to office for reason justifiable, the outstanding loan shall be treated as an advance from my retirement/separation benefits and other monies due me from PPA and shall be deducted accordingly.

IN WITNESS WHEREOF, I affix my signature this _____ day of _____ at the _____

Affiant

Witness:

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)

_____) S.S.

BEFORE ME, a Notary Public, for and in the _____, Philippines, this _____ day of _____ personally appeared before me:

Name

Community Tax Certificate

Date/Place Issued

Known to me to be the same person who executed the foregoing Deed of Undertaking and acknowledged to me that the same is her/his free act and voluntary deed.

WITNESS MY HAND AND SEAL

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Page No. _____

Book No. _____

Series Of _____



Bonifacio Drive, South Harbor, Port Area, Manila 1018, Philippines, P.O. Box 436, Manila, Philippines
Tel. No. (0632) 527-8356, Fax No. (0632) 527-4855, <http://www.ppa.com.ph>

SECRETARY'S CERTIFICATE

I, **DAVID R. SIMON**, duly designated Corporate Board Secretary of the Philippine Ports Authority (PPA), a government instrumentality attached to the Department of Transportation and Communications, created by virtue of Presidential Decree No. 857, as amended, with principal office at PPA Head Office Building, A. Bonifacio Drive, South Harbor, Port Area, Manila, and having custody of the Board records of the PPA, do hereby certify:

That, during the 367th Regular Meeting of the Board of Directors of the Philippine Ports Authority held on 1 May 2010 at the Conference Room, Discovery Shores Station 1, Balabag, Boracay Island 5608 Malay, Aklan, the following Resolution was adopted:

RESOLUTION NO. 2222

"RESOLVED, That on motion duly made and seconded, and in order to accommodate deserving employees who are suffering from serious illness/long medical management (heart operation, rehabilitation procedures, etc.), the restrictive Provision No. 5 of PPA Memorandum Order No. 71-2009 (Guidelines Governing the Grant of Hospitalization and Medical Loan Assistance) on the strict compliance of the Php 3,000.00 minimum take home pay requirement for employees availing of the hospitalization and medical loan assistance, be, as it is hereby amended, to allow personnel concerned to avail of the said benefit subject to the following conditions:

1. The special loan availment shall be subject to proper evaluation by the Human Resources and Management Department, endorsement by the AGM for Finance and Administration and approval by the General Manager;
2. The accumulated separation/retirement benefits from PPA/GSIS should be enough to cover the proposed loan;
3. Repayment of the loan shall be subject to the usual amortization if the employee recovers and reports back to office; and

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4. In the event that the employee is unable to report back to office by reason of death or otherwise, the outstanding loan shall be treated as an advance from his/her retirement/separation benefits and shall be deducted accordingly."

IN WITNESS WHEREOF, I have signed this Secretary's Certificate this 3rd day of May 2010, at the above-mentioned address.


ATTY. DAVID R. SIMON
Corporate Board Secretary



Bonifacio Drive, South Harbor, Port Area, Manila 1018, Philippines, P.O. Box 436, Manila, Philippines
Tel. No. (0632) 527-8356, Fax No. (0632) 527-4855, <http://www.ppa.com.ph>

DEC 2 12 009



PPA MEMORANDUM ORDER

No. 71 - 2009

SUBJECT : **GUIDELINES GOVERNING THE GRANT OF HOSPITALIZATION AND MEDICAL LOAN ASSISTANCE**

Pursuant to CSC Resolution No. 050060 dated 18 January 2005 and PPA BoardCom Resolution No. 2009-1207 dated 28 August 2009 which was subsequently confirmed by PPA Board Resolution No. 2197 on the same date, the following guidelines implementing the grant of Hospitalization and Medical Loan Assistance (HMLA) is hereby prescribed.

COVERAGE

PPA officials and employees, occupying permanent, temporary, co-terminus, and casual/contractual positions with duly approved appointments by the Civil Service Commission who have suffered illness, sickness, injuries due to accident, shall be entitled to avail of interest-free loan in the form of Hospitalization and Medical Loan Assistance subject to terms and conditions prescribed herein.

GUIDELINES, RULES AND REGULATIONS

1. The Hospitalization and Medical Loan Assistance (HMLA) shall cover hospitalization and medical expenses requiring major surgical procedures, regular treatment for ailments and for major illness and injuries that necessitate huge amount of money.
2. The HMLA shall be in the form of an interest-free loan in the minimum amount of Php 25,000.00 up to a maximum amount of Php 250,000.00, subject to sufficiency of cash flow as determined by the Treasury Department, and after consideration and evaluation of the official/employee's capacity to pay.
3. The availing officials/employees shall accomplish and submit the following:
 - 3.1 HMLA Application Form, marked Annex "A"; and
 - 3.2 Duly notarized Deed of Undertaking in three (3) copies, marked Annex "B"

Official receipts or statement of accounts, medical abstracts/records, issued by the hospital, and prescriptions issued by the doctors and official receipts (for medicines) shall be attached to the above documents.
4. The availing officials/employees shall have exhausted their PPA medical assistance benefit (Php 2,500.00 per year), Health Maintenance Services (HMS) benefit, and Philhealth benefit;
5. The Php 3,000.00 net take home pay requirement shall strictly be complied with, as certified by duly authorized signatories, after deducting the amount of monthly amortization of the hospitalization and medical loan applied for, including all other mandatory and statutory monthly salary deductions (GSIS, withholding tax, Philhealth, Pag-Ibig, leave without pay, etc.).

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6. The loan shall be paid in thirty-six (36) equal monthly installments or for a period of three (3) years.
7. The retiring PPA officials and employees, whether compulsory or optional, can avail of the HMLA. The remaining loan amortization shall be deducted from the proceeds of his/her retirement gratuity or from other benefits due him/her.

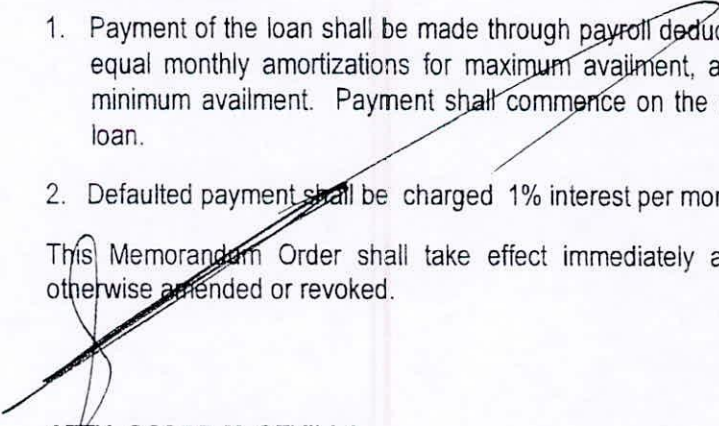
PROCEDURES

1. Based on the officials/employees' complete and duly authenticated documentary requirements such as **medical records** issued by the Hospital, **official receipts**, or **statement of accounts** and after compliance with the other provisions of this Order, the General Manager, upon recommendation of the AGM-Finance and Administration, shall issue PPA Special Order authorizing the grant of HMLA to qualified officials and employees.
2. The processing of HMLA application is as follows:
 - 2.1 For Head Office personnel, application shall be processed by the Personnel Division, HRMD and recommended by the Manager, HRMD for approval by the AGM-FA;
 - 2.2 For PDO/PMO personnel, application shall be processed by their respective Administrative Services Section and recommended by the RMD Manager, for approval by the PDO/PMO Manager concerned;
 - 2.3 Employee-applicant shall submit the duly accomplished Hospitalization and Medical Loan Assistance Application Form and the Deed of Undertaking which are attached as Annex "A" and Annex "B", respectively.
3. The Controllership Department shall issue the Authority to Pay to cover the payment of the Hospitalization and Medical Loan Assistance for PMO/PDO employees.

PAYMENT SCHEME

1. Payment of the loan shall be made through payroll deduction in thirty-six (36) continuous equal monthly amortizations for maximum availment, and twenty-four (24) months for minimum availment. Payment shall commence on the month following the approval of loan.
2. Defaulted payment shall be charged 1% interest per month, simple interest.

This Memorandum Order shall take effect immediately and shall remain in force until otherwise amended or revoked.


ATTY. OSCAR M. SEVILLA
General Manager

Encls.: As stated